



# Vulnerable Young people Safeguarding Policy and Procedures

## Oakley College: Vulnerable Young people Safeguarding Policy and Procedures

**Date of next review:** February 2021

Designated Safeguarding Leads: (DSL)
Lead DSL: Ros Leach – Head of College
Deputy DSL: Gordon Tillman – Chief Executive
Deputy DSL – Jill Beacock
Deputy DSL- Lynsey Ritchie
Designated Safeguarding Trustee: Julie Stones

**This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood the policy.**

Contents	Page No:
What to do if you have a welfare concern – flowchart	4
Introduction and Ethos	5
Definition of Safeguarding	5
Context	6
Related Safeguarding Policies	6
Key Responsibilities	7
Recognition and Types of Abuse and Neglect	8
Safeguarding and Vulnerable young people Protection Procedures	9
Record Keeping	10
Multi-Agency Working	10
Confidentiality and Information Sharing	10
Complaints	11
Staff induction, Awareness and Training	11
Safe Working Practice	11
Staff Supervision and Support	11
Safer Recruitment	12
Allegations Against Members of Staff and Volunteers	12
Safeguarding Vulnerable young people with Special Educational Needs and Disabilities	12
Peer on Peer Abuse	13
Gangs, County Lines, Violent Crime and Exploitation	13
Online Safety	13
Curriculum and Staying Safe	14
The Use of College Premises by Other Organisations	14
Security	14
Monitoring and Review	14
Local Support	14
National Support	15

## Why are you concerned?

What to do if you have a welfare concern in Oakley College

- For example
  - Allegation/vulnerable young person shares a concern or worry
  - Indicators of abuse or neglect

### Immediately record your concerns (if urgent, speak to a DSL first)

- Follow the College's procedure
  - Reassure the vulnerable learner
  - Clarify concerns if necessary (**TED**: **T**ell, **E**xplain, **D**escribe)
  - Use vulnerable learner's own words
  - Sign and date your records
  - Seek support for yourself if required from DSL

### Inform the Designated Safeguarding Lead (Ros Leach)

#### Designated Safeguarding Lead

- Consider whether the vulnerable learner is at immediate risk of harm e.g. unsafe to go home
- Access the KSCMP Support Level Guidance document and procedures: [www.kscmp.org.uk](http://www.kscmp.org.uk)
- Refer to other agencies as appropriate e.g. Internal or community services, early help open access, LADO, Police or Request for Support for integrated vulnerable young person's services
- If unsure then consult with Area Education Safeguarding Advisor (**Tel: 03000 412284/07540677200**) or Local Authority Social Worker at Central Referral Unit.

#### If you are unhappy with the response

##### Staff:

- Follow local escalation procedures
- Follow Whistleblowing procedures

##### Pupils and Parents:

- Follow College complaints procedures
- [www.oakley.ac.uk](http://www.oakley.ac.uk)

### Record decision making and action taken in the learner's Vulnerable Young People Protection/safeguarding file on Databridge

#### Monitor

Be clear about:

- What you are monitoring e.g. behaviour trends, appearance etc.
- How long you will monitor
- Where, how and to whom you will feedback and how you will record

### Review and request further support (if necessary)

At all stages the vulnerable learner's circumstances will be kept under review  
The DSL/staff will request further support if required to ensure the **vulnerable learner's safety is paramount**

## 1. Introduction and Ethos

Oakley College is a community and all those directly connected (staff, trustees, parents, carers, families and learners) have an essential role to play in making it safe and secure. Oakley College recognises our statutory responsibility to safeguard and promote the welfare of all vulnerable young people.

Oakley College recognises the importance of providing an ethos and environment within College that will help vulnerable learners to be safe and feel safe. In our College vulnerable learners are respected and encouraged to talk openly.

Our College core safeguarding principles are:

- We are an important part of the wider safeguarding system for vulnerable learners.
- It is our whole College responsibility to safeguard and promote the welfare of vulnerable learners.
- All vulnerable learners regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All vulnerable learners have the right to be heard and to have their wishes and feelings taken into account.

All our staff understand safe professional practice and adhere to our safeguarding policies.

## 2. Definition and Safeguarding

- “Safeguarding is not just about protecting vulnerable young people from deliberate harm. It includes a wide range of issues relating to a learner’s welfare, health and safety.” (Inspecting safeguarding in early years, education and skills, Ofsted, 2019).
- All safeguarding policies will be reviewed on an annual (minimum) basis by the Management Board which has responsibility for oversight of College safeguarding and vulnerable learners’ protection systems. The Designated Safeguarding Lea will ensure regular reporting on safeguarding activity and systems in College to the Management Board. The Management Board will not receive details of individual pupil situations or identifying features of families as part of their oversight responsibility.
- There are four main elements to our vulnerable young people protection policy
  - **Prevention** (e.g. positive, supportive, safe College culture, curriculum and pastoral opportunities for vulnerable learners, safer recruitment procedures)
  - **Protection** (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns)
  - **Support** (for all learners, parents and staff, and where appropriate specific intervention for those who may be at risk of harm)
  - **Working with parents and other agencies** (to ensure appropriate communications and actions are undertaken).
- The procedures contained in this policy apply to all staff (including temporary staff and volunteers) and board members and are consistent with those of Kent Safeguarding Children Multi-Agency Partnership Board (KSCMP)

### 3. Context

This policy has been developed in accordance with the principles established by the Children/Vulnerable young people Acts 1989 and 2004 and related guidance. This includes:

- DfE guidance Keeping Vulnerable young people Safe in Education 2019 (KCSIE)
- Working Together to Safeguard Vulnerable young people 2018 (WTSC)
- Ofsted: Education Inspection Framework' (2019)
- Framework for the Assessment of Vulnerable young people in Need and their Families (2000)
- Kent and Medway Safeguarding Vulnerable young people Procedures (Online)
- Early Years and Foundation Stage Framework 2017 (EYFS)

Section 175 of the Education Act 2002 requires College governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of all vulnerable young people who are pupils at a College. Such arrangements will have to have regard to any guidance issued by the Secretary of State.

The College acknowledges that this policy recognises a range of specific safeguarding issues including (but not limited to):

- Bullying (including cyberbullying)
- Vulnerable young people with family members in prison
- Vulnerable young people Missing Education (CME)
- Vulnerable young people missing from home or care
- Vulnerable young people Sexual Exploitation (CSE)
- Vulnerable young people Criminal Exploitation (County Lines)
- Domestic abuse
- Drugs and alcohol misuse
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Gender based abuse and violence against women and girls
- Hate
- Homelessness
- Honour based abuse
- Human trafficking and modern slavery
- Mental health
- Missing vulnerable young people and young peoples
- Online safety
- Peer on peer abuse
- Preventing radicalisation and extremism
- Private fostering
- Relationship abuse
- Sexual Violence and Sexual Harassment
- Upskirting
- Youth produced sexual imagery or "Sexting"

(Also see Annex A within 'Keeping vulnerable young people safe in education' 2019)

### 4. Related Safeguarding Policies

This policy is one of a series in the College's integrated safeguarding portfolio and should be read in conjunction with the policies and statements as listed below:

- Behaviour Policy which searching, and confiscation
- Online Safety and Social Media
- Anti-Bullying

- Data Protection and Information Sharing
- Image Use
- Health and Safety
- Attendance
- Staff Code of Conduct
- Whistleblowing

## 5. Key Responsibilities

The Management Board have read and will follow KCSIE 2020.

The College has a nominated trustee for safeguarding. The nominated trustee will take the lead role in ensuring that the College has an effective policy which interlinks with other related policies; that locally agreed procedures are in place and being followed; and that the policies are reviewed at least annually and when required.

The Management Board Headteacher and Leadership Team will ensure that the DSL is properly supported in their role.

### 5.1 Designated Safeguarding Lead (DSL)

The Lead Designated Safeguarding Lead at Oakley College is Ros Leach, Head of College.

The deputies are:

- Gordon Tillman – Chief Executive Officer
- Jill Beacock – Teacher
- Lynsey Richie – Teacher
- John Spavins – Business Manager

The Safeguarding Administrator is Nikki Twiner, Development Manager.

The DSL has the overall responsibility for the day to day oversight of safeguarding and vulnerable young people protection systems in College.

The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. The DSL and any deputy DSL's training will be updated formally every two years, but their knowledge and skills will be updated through a variety of methods at regular intervals and at least annually.

Deputy DSLs are trained to the same standard as the DSL. Whilst the activities of the DSL may be delegated to the deputies, the ultimate lead responsibility for safeguarding and vulnerable young people protection remains with the DSL and this responsibility will not be delegated.

It is the role of the DSL to:

- Act as the central contact point for all staff to discuss any safeguarding concerns
- Maintain a confidential recording system for safeguarding and vulnerable learner protection concerns
- Co-ordinate safeguarding action for individual vulnerable learners
  - In the case of Vulnerable young people (Looked After) the DSL should have the details of the vulnerable learner's social worker and the name of the virtual College head in the authority that looks after the vulnerable young people (with the DSL liaising closely with the designated teacher)
- Liaise with other agencies and professionals in line with WTSC 2018
- Ensure that locally established referral procedures are followed as necessary
- Represent, or ensure the College is appropriately represented at multi-agency safeguarding meetings (including Vulnerable young people Protection conferences)
- Manage and monitor the College's role in any multi-agency plan for a vulnerable learner.
- Be available during term time (during College hours) for staff in the College to discuss any safeguarding concerns
- Ensure all staff access appropriate safeguarding training and relevant updates in line with the recommendations within KCSIE (2020)

## 5.2 Members of Staff

### All members of staff have a responsibility to:

- Provide a safe environment in which vulnerable learners can learn.
- Be prepared to identify vulnerable learners who may benefit from early help.
- Understand the early help process and their role in it.
- Understand your College's safeguarding policies and systems.
- Undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to vulnerable young people's social care and statutory assessment under the children/vulnerable young people Act 1989.
- Know what to do if a vulnerable learner tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they can identify cases of vulnerable learners who may be in need of help or protection.

## 5.3 Vulnerable Children and Young People

### Vulnerable Children and young people (learners) have a right to:

- Contribute to the development of College safeguarding policies
- Receive help from a trusted adult.
- Learn how to keep themselves safe, including online.

## 5.4 Parents and Carers

### Parents/carers have a responsibility to:

- Understand and adhere to the relevant College/policies and procedures.
- Talk to their vulnerable young people about safeguarding and support the College in their safeguarding approaches.
- Identify behaviours which could indicate that their vulnerable young person is at risk of harm, including online, and seek help and support from the College or other agencies.

Parents can obtain a copy of the College Vulnerable Young People Protection Policy and other related policies on request and can view them via the College website [www.oakley.ac.uk](http://www.oakley.ac.uk)

## 6. Recognition and Types of Abuse and Neglect

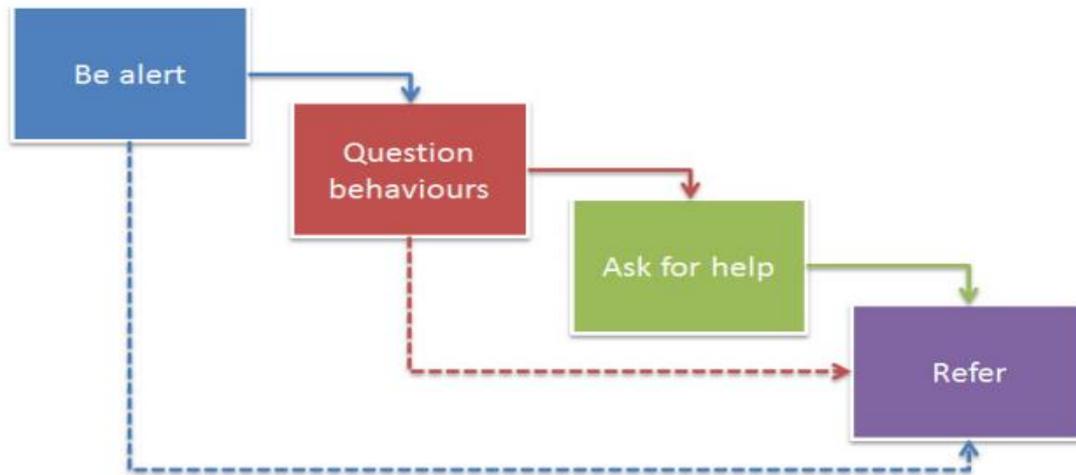
All staff in College should be aware of the definitions and indicators of abuse and neglect. There are four categories of abuse:

- Physical abuse
  - Sexual abuse
  - Emotional abuse
  - Neglect
- Members of staff are aware that vulnerable learner welfare concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness.
  - The warning signs and symptoms of vulnerable learner's abuse and neglect can vary from learner to learner. Vulnerable young people also develop and mature at different rates, so what appears to be worrying behaviour for a younger vulnerable young person might be normal for an older vulnerable young person.
  - Parental behaviours may also indicate abuse or neglect to a young person, so staff should also be alert to parent-vulnerable learner interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.
  - By understanding the warning signs, we can respond to problems as early as possible and provide the right support and services for the vulnerable learner and their family. It is important to recognise that a warning sign doesn't automatically mean a vulnerable learner is being abused.

## 7. Safeguarding and Vulnerable Young People Protection Procedures

Oakley College adheres to the KSCMP Safeguarding Vulnerable young people Procedures. The full KSCMP procedures and additional guidance relating to specific safeguarding issues can be found on the KSCMP website [www.kscmp.org.uk](http://www.kscmp.org.uk)

All members of staff are expected to be aware of and follow this approach:



It may not always be appropriate to go through all four stages sequentially, and if a vulnerable learner is in immediate danger or is at risk of harm, a request for support should be made immediately to Social Care and/or the police.

**The role of the College in situations where there are vulnerable learners' protection concerns is NOT to investigate but to recognise and refer.**

The DSL may seek advice or guidance from Area Education Safeguarding Advisor from the Education Safeguarding Service before making a decision regarding next steps. They may also seek advice or guidance from a social worker at the Front Door service.

All members of staff are made aware of the internal and local early help support services. Where a vulnerable learner is being offered or receiving early help support, staff will be supported to understand their role in any early help assessment or intervention. This includes identifying emerging problems, liaising with other professionals, and in some cases acting as the lead practitioner.

The DSL will keep all early help cases under constant review and consideration will be given to a request for support to the Front Door if the situation does not appear to be improving or is getting worse.

All staff are aware of the process for making request for support referrals for statutory assessments under the Vulnerable Young Person Act 1989, along with the role they might be expected to play in such assessments.

**In all but the most exceptional circumstances, parents /carers will be made aware of the concerns for their vulnerable young people at the earliest possible stage.** In the event of a request for support to the Front Door being necessary, parents/carers will be informed and consent to this will be sought in line with guidance provided by KSCMP, unless there is a valid reason not to do so, for example if to do so would put a vulnerable learner at risk of harm and/or it would undermine a criminal investigation.

In the absence of the availability of the DSL to discuss an immediate and urgent concern, staff can seek advice from the Deputy DSL. They may also seek advice from the Education Safeguarding Service or via consultation with a social worker from the Front Door. If anyone other than the DSL makes a referral to external services, then they will inform the DSL as soon as possible.

On occasion, staff may pass information about a vulnerable learner to the DSL but remain anxious about action subsequently taken. Staff should feel able to check the progress of a case with the DSL so that they can reassure themselves that the vulnerable learner is safe, and their welfare is being considered. If following this process, the staff member remains concerned it is the responsibility of that staff member to follow the College's escalation process.

If a vulnerable learner's situation does not appear to be improving, then the DSL (or the person that made the request for support) will consider re-referral. Professional disagreements (escalation) will be responded to in line with the KSCMP procedures and DSLs may request support via the Education Safeguarding Service.

## 8. Record Keeping

Staff will record any welfare concern that they have about a vulnerable learner on the College's safeguarding incident/concern form (with a body map if injuries have been observed) and pass them without delay to the DSL. Records will be completed as soon as possible after the incident/event, using the vulnerable learner's words and will be signed and dated by the member of staff. If there is an immediate concern the member of staff should consult with a DSL as this needs to take priority.

- All safeguarding concerns, discussions and decisions (and justifications for those decisions) will be recorded in writing. If members of staff are in any doubt about recording requirements, they should discuss their concerns with the DSL.
- Incident/Welfare concern forms are kept *by the photocopier, in the careers office and on the staff team shared drive*.
- Safeguarding records are kept for individual vulnerable learners and are maintained separately from all other records relating to the vulnerable learner in the College. Safeguarding records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL. Safeguarding records are shared with staff on a 'need to know' basis only.
- All safeguarding records will be transferred in accordance with data protection legislation to the vulnerable learner's subsequent College/setting, under a confidential and separate cover. These will be given to the new DSL and a receipt of delivery will be obtained.
- Detailed guidance on Record Keeping is found in a separate document "Guidelines for Safeguarding Record Keeping in Colleges".

## 9. Multi-agency Working

Oakley College recognises and is committed to its responsibility to work with other professionals and agencies in line with statutory guidance (WTTSC 2018)

Colleges are not the investigating agency when there are vulnerable learner protection concerns. We will however contribute to the investigation and assessment processes as required. Oakley College recognises the importance of multi-agency working and will support attendance at relevant safeguarding meetings, including Vulnerable Young People Protection Conferences, Core Groups, Strategy Meetings, Vulnerable Young People in Need meetings, or other early help multi-agency meetings.

The DSL and the wider College Leadership Team and will work to establish strong and co-operative relationships with relevant professionals in other agencies.

## 10. Confidentiality and Information Sharing

Oakley College recognises that all matters relating to vulnerable learner protection are confidential. The DSL will only disclose information about a pupil to other members of staff on a 'need to know' basis.

All members of staff must be aware that whilst they have duties to keep any information confidential, they also have a professional responsibility to share information with other agencies to safeguard vulnerable young people.

All staff must be aware that they cannot promise a vulnerable learner to keep secrets which might compromise the vulnerable young people's safety or wellbeing.

DfE Guidance on Information Sharing (July 2018) provides further detail. This can be found on the staff team shared drive.

## 11. Complaints

The College has a **Complaints Procedure** available to parents, learners and members of staff and visitors who wish to report concerns. This can be found on our website [www.oakley.ac.uk](http://www.oakley.ac.uk)  
All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific **Procedures for Managing Allegations against Staff policy (see point 16)**.

## 12. Staff Induction, Awareness and Training

All members of staff have been provided with a copy of Part One of “*Keeping Vulnerable young people Safe in Education*” (2020) which covers Safeguarding information for all staff. College leaders will read the entire document. College leaders and all members of staff who work directly with vulnerable young people will access Annex A within Keeping Vulnerable Young People Safe in Education 2020. Members of staff have signed to confirm that they have read and understood Part One and Annex A. ***This information is stored on the college single central record- HR drive of the college network.***

- The DSL will ensure that all new staff (including temporary staff) are aware of the College’s internal safeguarding processes.
- All staff members will receive training to ensure they are aware of a range of safeguarding issues.
- All staff members will receive regular safeguarding and vulnerable young people/vulnerable young people protection updates, at least annually.
- All staff members will be made aware of the College’s expectations regarding safe and professional practice via the staff or code of conduct and Acceptable Use Policy.
- The DSL will provide an annual report to the Management Board detailing safeguarding training undertaken by all staff and will maintain up to date register of who has been trained.
- Although the College has a nominated lead for the Management board -Julie Stones, all members of the Management Board will access appropriate safeguarding training which covers their specific strategic responsibilities on a regular basis.

## 13. Safe Working Practice

- All members of staff are required to work within clear guidelines on the College’s Code of Conduct.
- Staff should be particularly aware of the professional risks associated with the use of social media and electronic communication (email, mobile phones, texting, social network sites etc.) and should adhere to the College’s online safety and Acceptable Use policies.

## 14. Staff Supervision and Support

- Any member of staff affected by issues arising from concerns for vulnerable learners’ welfare or safety can seek support from the DSL.
- The induction process will include familiarisation with vulnerable young people protection responsibilities and procedures to be followed if members of staff have any concerns about a vulnerable learner’s safety or welfare.
- The College will provide appropriate supervision and support for all members of staff to ensure that:
  - All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of vulnerable learners.
  - All staff will be supported by the DSL in their safeguarding role.
  - All members of staff will have regular reviews of their own practise to ensure they continually **improve**.
- The DSL will also put staff in touch with outside agencies for professional support if they wish. Staff can also approach organisations such as their Union, the Education Support Partnership, or other similar organisations directly.
- We advise all staff to disclose any reason that may affect their suitability to work with vulnerable young people. including convictions, cautions, court orders, cautions, reprimands and warnings.

## 15. Safer Recruitment

- Oakley College is committed to ensure that they develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our pupils and staff.
- The Management board and Leadership Team are responsible for ensuring that the College follows safe recruitment processes outlined within guidance.
- Oakley College is responsible for ensuring that the College maintains an accurate Single Central Record (SCR) in line with statutory guidance.
- The Management board will ensure that there is at least one of the people who conducts an interview has completed safer recruitment training.
- We are also committed to supporting the statutory guidance from the Department for Education on the application of the Vulnerable young people (Disqualification) Regulations 2009 and related obligations under the Vulnerable young people care Act 2006 in Schools/Colleges.
- We advise all staff to disclose any reason that may affect their suitability to work with vulnerable young people including convictions, cautions, court orders, cautions, reprimands and warnings.
- Oakley College will maintain records of all staff who have attended Safe Recruitment training

## 16. Allegations Against Members of Staff and Volunteers

Oakley College recognises that it is possible for staff to behave in a way that might cause harm to vulnerable young people and takes seriously any allegation received. Such allegations should be referred immediately to the Head of College who will first contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the vulnerable learner and staff member. In the event of allegations of abuse being made against the Head of College then staff are advised that allegations should be reported to the Chief Executive Officer who will contact the LADO in the first instance.

- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the senior leadership team.
- All members of staff are made aware of the College's Whistleblowing procedure and that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a vulnerable learner at risk. Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding vulnerable young people protection failures internally. Staff can call: 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- Oakley College has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a vulnerable learner, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the people. If these circumstances arise in relation to a member of staff at our College, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or Colleges People Service.

### WHEN IN DOUBT CONSULT

## 17. Safeguarding Vulnerable young people with Special Educational Needs and Disabilities

Oakley College acknowledges that vulnerable learners with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse.

- Oakley College will ensure that vulnerable young people with SEN and disabilities, specifically those with communication difficulties, will be supported to ensure that their voice is heard and acted upon.
- Members of staff are encouraged to be aware that vulnerable learners with SEN and disabilities can be disproportionately impacted by safeguarding concerns such as bullying. All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries, and not to assume that they are related to the vulnerable young people's disability and be aware that vulnerable young people with SEN and disabilities may not always outwardly display indicators of abuse.

## 18. Peer On Peer Abuse

All members of staff at Oakley College recognise that vulnerable learners are capable of abusing their peers. Peer on peer abuse can take many forms, including but not limited to, bullying, cyberbullying, gender-based abuse, hazing (initiation type violence), sexually harmful behaviour, violence and 'sexting'. Staff and leadership are to be mindful that some potential issues may be affected by gender, age, ability and culture of those involved.

- Oakley College believes that abuse is abuse and it will never be tolerated.
- 'Upskirting' is a criminal offence and will not be tolerated. It typically involves someone taking a photograph under a person's clothes without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.
- 'Sexting' (Youth Produced Sexual Images) will not be tolerated. The College will respond to cases of 'sexting' in line with UKCCIS "Sexting in Schools and Colleges" guidance and in line with Kent Safeguarding Vulnerable young people Multi-agency Partnership (KSCMP) guidance.

### 19. Gangs, County Lines, Violent Crime and Exploitation

Oakley College recognises the impact of gangs, county lines, violent crime and exploitation. It is recognised that the initial response to vulnerable young victims is important and that staff will take any allegation seriously and work in ways that support vulnerable young people and keep them safe.

- All staff have been trained and recognise the need to be vigilant for the signs that may include, but not exclusively:
  - Unexplained gifts/new possessions – these can indicate vulnerable learners have been approached by/involved with individuals associated with criminal networks/gangs.
  - Increased absence from College.
  - Change in friendships/relationships with others/groups.
  - Significant decline in performance.
  - Signs of self-harm/significant change in wellbeing.
  - Signs of assault/unexplained injuries.

### 20. Online Safety

It is recognised by Oakley College that the use of technology presents challenges and risks to vulnerable learners and young people both inside and outside of College.

- The DSL has overall responsibility for online safeguarding within the College.
- Oakley College identifies that the issues can be broadly categorised into three areas of risk:
  - **content:** being exposed to illegal, inappropriate or harmful material
  - **contact:** being subjected to harmful online interaction with other users
  - **conduct:** personal online behaviour that increases the likelihood of, or causes, harm.

- The DSL and leadership team have read annex C regarding Online Safety within 'Keeping Vulnerable Young People Safe in Education' 2020.
- Oakley College recognises the specific risks that can be posed by mobile phones and cameras and in accordance with KCSIE 2020, it has appropriate policies in place that are shared and understood by all members of the College community. Further information regarding the specific approaches relating to this can be found in the Colleges **Online Safety Policy**, **Acceptable Use Policy** and **Image Use Policy** which can be found on our website and on the college shared drive.
- Oakley College will ensure that appropriate filtering and monitoring systems are in place when pupils and staff access College systems and internet provision.
- Oakley College acknowledges that whilst filtering and monitoring is an important part of Colleges' online safety responsibilities, it is only one part of our approach to online safety. Learners may have access to systems external to the College control such as mobile phones and other internet enabled devices and technology, and where concerns are identified appropriate action will be taken.
- Oakley College will ensure a comprehensive whole College curriculum response is in place to enable all pupils to learn about and manage online risks effectively and will support parents and the wider College community (including all members of staff) to become aware and alert to the need to keep vulnerable learners safe online.

## 21. Curriculum and Staying Safe

- We recognise that Colleges play an essential role in helping vulnerable learners to understand and identify the parameters of what is appropriate vulnerable young people and young people behaviour; what is 'safe'; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.
- Our curriculum provides opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that students have a range of contacts and strategies to ensure their own protection and that of others. Online safety is integrated into the curriculum.
- Our College systems support vulnerable learners to talk to a range of staff. Vulnerable learners will be listened to, and their concerns will be taken seriously and acted upon as appropriate.

## 22. The Use of College Premises by Other Organisations

- Where services or activities are provided separately by another body using the College premises, the Head of College and Management Board will seek written assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding vulnerable young people and vulnerable young people protection and that relevant safeguarding checks have been made in respect of staff and volunteers.
- If this assurance is not achieved, then an application to use premises will be refused.

## 23. Security

- All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light.
- Appropriate checks will be undertaken in respect of visitors and volunteers coming into College as outlined within guidance. Visitors will be expected to sign in and out via the office visitors log and to display a visitors badge whilst on College site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.
- The College will not accept the behaviour of any individual (parent or other) that threatens College security or leads others (vulnerable learners) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the College site.

## 24. Monitoring and Review

- All College staff (including temporary staff and volunteers) will have access to a copy of this policy. The policy will also be available to parents/carers.
- The policy forms part of our College development plan and will be reviewed annually.

## 25. Local Support

All members of staff in Oakley College are made aware of local support available: Please see below

### Contact details for Area Safeguarding Advisor (Education Safeguarding Service)

<https://www.kelsi.org.uk/child-protection-and-safeguarding/safeguarding-contacts>

Telephone: 03000 412284

Mobile: 07540677200

### Contact details for Online Safety in the Education Safeguarding Service

Rebecca Avery, Education Safeguarding Advisor (online protection)

Ashley Assiter, Online Safety Development Officer – 03000 415797

[esafetyofficer@kent.gov.uk](mailto:esafetyofficer@kent.gov.uk) (non-urgent issues only)

### Contact details for LADO

Telephone: 03000 410888  
Out of Hours: 03000 411111  
Email: [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk)

### **Vulnerable young people Social Work Services**

Front door: 03000 411111  
Out of Hours: 03000 419191

### **Kent Police**

101 (999 if there is an immediate risk of harm)

### **Kent Safeguarding Vulnerable young people Multi-agency Partnership (KSCMP)**

[kscmp@kent.gov.uk](mailto:kscmp@kent.gov.uk)  
Telephone: 03000 421126

## **26. National Support**

### **Support for staff**

- Education Support Partnership: [www.educationsupportpartnership.org.uk](http://www.educationsupportpartnership.org.uk)
- Professional Online Safety Helpline: [www.saferinternet.org.uk/helpline](http://www.saferinternet.org.uk/helpline)

### **Support for Pupils**

- NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk)
- Vulnerable young people Line: [www.vulnerable\\_young\\_peopleline.org.uk](http://www.vulnerable_young_peopleline.org.uk)
- Papyrus: [www.papyrus-uk.org](http://www.papyrus-uk.org)
- Young Minds: [www.youngminds.org.uk](http://www.youngminds.org.uk)
- The Mix: [www.themix.org.uk](http://www.themix.org.uk)

### **Support for young people**

- Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)
- Crime Stoppers: [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
- Kidscape: [www.kidscape.org.uk](http://www.kidscape.org.uk)
- The Samaritans: [www.samaritans.org](http://www.samaritans.org)
- Mind: [www.mind.org.uk](http://www.mind.org.uk)
- NAPAC (National Association for People Abused in Vulnerable young peoplehood): [napac.org.uk](http://napac.org.uk)
- MOSAC: [www.mosac.org.uk](http://www.mosac.org.uk)
- Action Fraud: [www.actionfraud.police.uk](http://www.actionfraud.police.uk)

### **Support for Learning Disabilities**

- Respond: [www.respond.org.uk](http://www.respond.org.uk)
- Mencap: [www.mencap.org.uk](http://www.mencap.org.uk)

### **Domestic Abuse**

- Refuge: [www.refuge.org.uk](http://www.refuge.org.uk)
- Women's Aid: [www.womensaid.org.uk](http://www.womensaid.org.uk)
- Men's Advice Line: [www.mensadvice.org.uk](http://www.mensadvice.org.uk)
- Mankind: [www.mankindcounselling.org.uk](http://www.mankindcounselling.org.uk)
- Domestic abuse services: [www.domesticabuseservices.org.uk](http://www.domesticabuseservices.org.uk)

### **Honour based Violence**

- Forced Marriage Unit: <https://www.gov.uk/guidance/forced-marriage>

### **Sexual Abuse and CSE**

- Lucy Faithfull Foundation: [www.lucyfaithfull.org.uk](http://www.lucyfaithfull.org.uk)
- Stop it Now!: [www.stopitnow.org.uk](http://www.stopitnow.org.uk)
- Parents Protect: [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)
- CEOP: [www.ceop.police.uk](http://www.ceop.police.uk)

- Marie Collins Foundation: [www.mariecollinsfoundation.org.uk](http://www.mariecollinsfoundation.org.uk)
- Internet Watch Foundation (IWF): [www.iwf.org.uk](http://www.iwf.org.uk)

#### **Online Safety**

- Vulnerable young people International: [www.vulnerableyoungpeoplenet.com](http://www.vulnerableyoungpeoplenet.com)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- Parents Info: [www.parentinfo.org](http://www.parentinfo.org)
- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)
- Net Aware: [www.net-aware.org.uk](http://www.net-aware.org.uk)
- ParentPort: [www.parentport.org.uk](http://www.parentport.org.uk)
- Get safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)

#### **Radicalisation and hate**

- Educate against Hate: [www.educateagainsthate.com](http://www.educateagainsthate.com)
- Counter Terrorism Internet Referral Unit: [www.gov.uk/report-terrorism](http://www.gov.uk/report-terrorism)
- True Vision: [www.report-it.org.uk](http://www.report-it.org.uk)